

Subject

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5 December 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report -- Week Ending
5 December 1975

1. Economists: Chief, Staff Personnel Division and two recruiters spent Tuesday afternoon, 2 December, reviewing applications of senior-level economists at the Civil Service Commission. Of 250 applications reviewed, 17 were selected to follow-up on. The mid-level applications are now ready for review.

2. Bicentennial Committee: The Bicentennial Committee met again on 3 December. As previously reported, this group is concerned with the Bicentennial impact on housing and travel of returnees from overseas applicants and new employees. An informal oral report from the Office of General Counsel indicates that the Agency has the authority to pay a hotel to block rooms. OGC has promised a written opinion this month. This would give the Agency greater assurance that we would have little difficulty in housing applicants and employees, if management believes it is appropriate to accept this option.

3. Combined Federal Campaign: As of COB 28 November, the DEI achieved 111.2 percent of their CFC goal and were the only Directorate to have reached or exceeded their goal as of that date. The Agency has attained 77.9 percent of its goal in the amount of \$226,770.34.

4. Blood Donors: A total of 194 pints of blood were donated on this month's Blood Donor Day. GSA and Federal Highway employees contributed 13 pints, with Agency employees contributing 181 pints. Agency employees have contributed 2,234 pints this year as compared with 2,090 pints last year.

5. Employee Activity Association: Our EAA volleyball and basketball leagues play their games in the evenings in gymnasiums of Fairfax County public schools. Due to an increased demand for evening use of these facilities by a large number of county groups, our basketball league was assigned different days and times at several county schools, all scattered and far removed from the Agency's Headquarters Building. Since this is expected to have an adverse effect on our league participation, we are exploring the possibility of postponing our basketball season by two months and begin play in a local school gym when that school has completed its own basketball schedule.

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6. Employee Activity Store: Sales in the EAM Store reflect that employees consider it a big help in accomplishing their Christmas shopping. The first of two shipments of poinsettias was received on noon Monday, 1 December, and was promptly sold out. An additional shipment of 75 plants is expected on Monday, 6 December. Sale price is \$8.17 per plant.

7. Retired Annuitant: The following retired annuitant case was approved for the Directorate for Administration:

25X1A

[redacted] -- Office of Training --
Independent Contractor (MDA) -- One-Time Service.

8. Health Benefits Insurance Changes: As a result of the open season, the Underwriting Section has received 110 actions for enrollment or changes in the Federal Employees Health Program. An analysis of these actions is attached.

COMING EVENTS:

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1. A Skills Session will be held on 16 December 1975. The topic will be "Personnel Staffing" and will deal with recruitment, selection and processing of the applicant. [redacted] Chief, Recruitment Division and [redacted] Chief, Staff Personnel Division will conduct the session.

2. We will continue ongoing studies of personnel trends.

(Signed) F. W. M. Janney

F. W. M. Janney
Director of Personnel

Attachment

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OD/Pers [redacted] bbf (5 Dec 75)

ANALYSIS OF ACTIONS RECEIVED AS OF 28 November 1975

	<u>NEW APPLICATIONS</u>	<u>CHANGES</u>	<u>EFFECT ON TOTAL ENROLLMENT</u>
SERVICE BENEFIT PLAN	12	Net Loss of 2 *	+10
ASSOCIATION BENEFIT PLAN	14	Net Loss of 1	+13
INDEMNITY BENEFIT PLAN	2	Net Loss of 3	- 1
UNIVERSITY AFFILIATED PLAN	0	Net Gain of 7	+ 7
GROUP HEALTH ASSOCIATION	2	Net Loss of 2	0

* Includes 1 cancellation